

Annapolis Police Department



GENERAL ORDER

Number: B.17

**Issue Date: January
2001**

TO: All Personnel

SUBJECT: Departmental Travel

PURPOSE

The purpose of this General Order is to establish uniform standards and regulations governing the reimbursement of employees for expenses incurred for travel as approved by the authorizing official. These procedures apply to situations in which employees must travel on official and authorized department business.

POLICY

It shall be the policy of the Annapolis Police Department to abide by and follow the guidelines as established by the City of Annapolis Finance Department.

I. General

- A. Members traveling on department business will exercise care in incurring expenses to minimize costs to the department. Excessive and unnecessary expenses will not be reimbursed.
- B. All transportation arrangements are made through the Administrative Services Division. Department policy permits use of a department vehicle when the trip is not overnight. If no department vehicle is available, you will be asked to use your private vehicle. You will be reimbursed at the current mileage rate.
- C. For longer distance, public carrier transportation (airline, train, or bus) will be scheduled by the Administrative Services Division at the time of registration. If you wish to use your own vehicle, you will be reimbursed at the current rate up to the cost of the public carrier.
- D. If your training or conference is more than fifty miles away, all lodging arrangements

will be made by the Administrative Services Division at the time of registration. Lodging will be made at the most convenient and economical location. Members of the same sex shall share the room if attending the same conference/training seminar.

- E. The use of taxicabs shall be limited to travel to and from the airports, bus terminals and train stations and to and from the hotel and the location(s) of the conference, meeting or event, where other suitable public or department owned transportation is not readily available. Receipts will be required.

Reimbursements will be on an actual cost basis, supported by ticket stubs, receipts, etc.

- F. Tolls and parking fees will be reimbursed on a cost basis. Ticket stubs or receipts must be obtained.
- G. The city allows for a meal per diem for approved overnight travel. Receipts are not necessary. If a meal is provided as part of the conference or training, the allowance amount for that meal is to be reported and will be deducted from the per diem. No reimbursement will be made for the costs of alcoholic beverages.
- H. Receipts must be submitted to the Administrative Services Division within 30 days after travel has been completed.
- I. When more than one member is traveling, members should car pool in order not to deplete the department's vehicles. Mileage will not be paid to individual members attending the same conference or training seminar.
- J. Registration fees and any books and materials required for training will be paid for by the department.
- K. Members are responsible for the expense of any family members or guests traveling with them.

References
1. Accreditation Standards 33.1.3 2. City of Annapolis Finance Department Travel Regulations

Revision: This is a new General Order